



## TOWN OF MIDDLEBURG

10 West Marshall Street, PO Box 187  
Middleburg, Virginia 20118-0187  
540-687-5152 FAX 540-687-3804

Application # COA \_\_\_\_\_

### CERTIFICATE OF APPROPRIATENESS

Applicant Name: \_\_\_\_\_

Business Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone #: \_\_\_\_\_

email: \_\_\_\_\_

Contractor Name: \_\_\_\_\_

Phone #: \_\_\_\_\_

email: \_\_\_\_\_

PROPERTY ADDRESS: \_\_\_\_\_

Parcel #: \_\_\_\_\_

Prop. Owner Name: \_\_\_\_\_

Phone #: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

email: \_\_\_\_\_

#### Project Description

☐ New Construction    ☐ Exterior Alteration    ☐ Addition    ☐ Relocation    ☐ Demolition    ☐ Sign

Minor Actions:    ☐ Repainting    ☐ Storm Doors/Windows    ☐ Minor Landscaping Structure

#### Summary of Work

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#### FOR ALL APPLICATIONS:

- ☐ \*\*\* **TWELVE (12) COPIES OF ALL SUBMITTED MATERIALS MUST BE PROVIDED** \*\*\*
- ☐ Written Description - Describe clearly and in detail the nature of the project. The HDRC uses the adopted *Historic District Design Guidelines* as a basis for review of applications. Applicants should carefully review their proposal relative to these guidelines prior to submission and **INCLUDE** how it relates to these documents.
- ☐ Photographs - A minimum of three views of the area(s) under review
- ☐ Specifications of Materials - to include, but not limited to: roofing, siding, windows & doors, trim work, color scheme, chimneys, shutters, utilities and mechanical equipment locations and specifications, exterior lighting, fencing, walls, and paving. (Include Manufacturer's specification sheets whenever possible.)
- ☐ The applicant or a representative must be at the meeting to answer any questions the Committee may have and to discuss any possible changes or suggestions.
- ☐ All projects must also comply with all applicable Codes and Ordinances (Building Code, Zoning, etc).

(cont. on next page)

**PLUS:**

For **SIGNS** – Detailed, scaled drawing showing dimensions, style and size of letters, colors, sample and type of material, proposed location on the building elevation (or the site, for freestanding), and details of type (if any) of illumination. A COPY OF THE SIGN PERMIT APPLICATION MUST ALSO BE INCLUDED.

For **NEW CONSTRUCTION, ADDITIONS, MAJOR RENOVATIONS**Architectural Drawings:

- Dimensioned outline of the building (min. scale of 1/4" = 1')
- Dimensioned elevations of new construction and adjacent existing elevations (min. scale of 1/4" = 1')
- Site Plan(s) (for new construction and additions)
- Site Section(s) (when requested by HDRC)

Page 3 of this application form : names & addresses of adjacent property owners for public notice purposes.

**PLEASE NOTE:**

- All materials must be submitted in such a manner that their review does not require professional interpretation.
- All materials submitted will become the property of the Town of Middleburg.

**Acknowledgement of Responsibility**

I, the **PROPERTY OWNER OR AUTHORIZED AGENT**, understand that all applications requiring review by the HDRC must be complete and must be submitted fourteen (14) days before the HDRC meeting date; otherwise consideration will be deferred to the following meeting. I agree to comply with the conditions of this certificate and all other applicable Town regulations and to pursue this project in strict conformance with the plans as approved. I understand that no changes are permitted without prior approval of the Town and that failure to follow approved plans is a violation of the Zoning Ordinance punishable as provided therein.

Owner/Agent signature: \_\_\_\_\_ Printed Name: \_\_\_\_\_

**OFFICE USE ONLY**

Date of Application: \_\_\_\_\_ Fee Paid : \_\_\_\_\_ COA#: \_\_\_\_\_

Minor Project: ☐ Exclusion Approval, or ☐ COA required per Zoning Administrator

HDRC Action: ☐ Approval ☐ Conditional Approval ☐ Denied Date: \_\_\_\_\_

HDRC Comments/Conditions: \_\_\_\_\_

If Appeal, Town Council Action: ☐ Approval ☐ Denied Date: \_\_\_\_\_

Town Council Conditions: \_\_\_\_\_

Approved: \_\_\_\_\_ Date: \_\_\_\_\_

Zoning Administrator

**THIS CERTIFICATE EXPIRES ONE YEAR FROM THE APPROVAL DATE IF THE AUTHORIZED ACTIVITY HAS NOT BEEN COMMENCED AND DILIGENTLY PURSUED. NO DEVIATIONS FROM THE APPROVED PLANS ARE PERMITTED WITHOUT PRIOR APPROVAL.**

**THIS PAGE ONLY - FOR NEW CONSTRUCTION, ADDITION, AND MAJOR RENOVATION PROJECTS:****List Adjacent Property Owners and Addresses (as appears in the land records):**

- |    |                        |                 |
|----|------------------------|-----------------|
| 1. | Street Address: _____  | Parcel #: _____ |
|    | Owner Name: _____      |                 |
|    | Mailing Address: _____ |                 |
|    | _____                  |                 |
| 2. | Street Address: _____  | Parcel #: _____ |
|    | Owner Name: _____      |                 |
|    | Mailing Address: _____ |                 |
|    | _____                  |                 |
| 3. | Street Address: _____  | Parcel #: _____ |
|    | Owner Name: _____      |                 |
|    | Mailing Address: _____ |                 |
|    | _____                  |                 |
| 4. | Street Address: _____  | Parcel #: _____ |
|    | Owner Name: _____      |                 |
|    | Mailing Address: _____ |                 |
|    | _____                  |                 |
| 5. | Street Address: _____  | Parcel #: _____ |
|    | Owner Name: _____      |                 |
|    | Mailing Address: _____ |                 |
|    | _____                  |                 |
| 6. | Street Address: _____  | Parcel #: _____ |
|    | Owner Name: _____      |                 |
|    | Mailing Address: _____ |                 |
|    | _____                  |                 |